

Certification Renewal Checklist for Commission on Accreditation of Rehabilitation Facilities (CARF) Accredited Providers

Renewals are done online on the Information Management for Providers (IMPROV) system.

The website for IMPROV is: <http://health.wyo.gov/mhsa/certs/certifications.html>
*Please see the bottom portion of the screen to **select the “renewal” application option.***

You will need a new Provider Validation Number (PVN) to enter the renewal process. At approximately two months prior to current expiration date, if you have not received a “noreply.wdh” email containing your new PVN, please contact Pat Bacon, Certification Program Manager, Behavioral Health Division (Division), at patricia.bacon@wyo.gov or 307-777-5253.

Please add the email "noreply.wdh@wyo.gov" to your safe contacts list. Please notify us at any time you have demographics changes and we will update your IMPROV profile.

Your agency is certified based on successful Commission on Accreditation of Rehabilitation Facilities (CARF) accreditation. The following supporting documentation is required to be uploaded in IMPROV for renewal:

- ☐ Copy of the **CARF Survey Report** received by the provider every three years post survey.
- ☐ Copy of **Quality Improvement Plan (QIP)**, completed within 90 days of notification of the accreditation decision, post survey, to correct survey findings.
- ☐ Copy of the **Annual Conformance to Quality Report (ACQR)**, prepared by the provider and submitted to CARF, in each of the two years following the three-year accreditation award.
- ☐ Communication of **administrative issues and significant events**, when applicable.

Should you encounter any difficulty in uploading the CARF documents in to IMPROV, please feel free to attach them in an email to Pat Bacon at patricia.bacon@wyo.gov.

We are happy to work with you should you need coordination due to national accreditation timeframes. Accreditation survey dates and subsequent reporting timeframes may require collaborative efforts. If coordination is required please notify the Division as soon as possible prior to certification expiration. Documentation to support extension of expiration dates will be required.